



Minutes of inaugural committee meeting

Redwoods Preschool, Nowton Park, Bury St Edmunds

Saturday 10th February 2018

1. Attendance/Apologies			
Name	Role	Attendance	Apologies
Charlotte Atkinson	Chairperson	✓	
Louise Smith	Vice Chair	✓	
Steph Holland	Secretary	✓	
Andrew Hamp	Treasurer	✓	
Christine Oliver	Lay member & Host	✓	

Agenda Items

2. Welcome from chair	Actions
<p>Charlotte welcomed everyone and invited all those present to introduce themselves. Christine explained the housekeeping in the site and gave a tour. Charlotte announced the official formation of FSA Suffolk. Thank you very much to Christine and her staff for hosting our first committee meeting and skill share event at her site.</p>	
3. Committee roles	
<p>The members of the committee discussed the roles of each position on the committee and decided that we would ideally like to have:</p> <p>Chairperson/vice chairperson – draw the agenda and circulate, chair meetings</p> <p>Secretary – this could be split into separate roles including – secretary to take and type up minutes, membership officer to respond to emails and welcome new members, and an events and social media officer to manage the facebook account and FSA group page and any other social media channels or website to promote FSA Suffolk and to organise and promote events.</p> <p>Treasurer – in charge of funds/bank account and petty cash/kitty. Could also manage fundraising, although this could be a separate role.</p> <p>After discussing these roles, those present decided to ask all members if anyone would like to take on the secretary role and membership officer role.</p> <p>During the skill share event after the meeting, Elizabeth Swift volunteered to take on the role of Membership Officer, so Steph Holland can concentrate on Social Media and Events. There is still currently a vacancy for a minute-taker at meetings.</p> <p>The committee discussed the terms of membership of FSA Suffolk and decided that to be a member of FSA Suffolk, you will need to be a member of the FSA. Non-members may still attend meetings and workshops but there will be a scale of charges for any paying events and CPD workshops.</p>	

4. What do we want from FSA Suffolk		
<p>We asked all attendees of the skill share meeting to fill in a slip of paper with their views on this question. Some of the feedback included was:</p> <ul style="list-style-type: none"> • more meets like this - CPD too • CPD days, skills sharing. Speed meeting - talk to someone for 5 minutes then move on - it's a great way to meet a lot of people in a short time • natural history training • would like more skill sharing and CPD • regular skill sharing ideas • more of the same- happy to travel to other locations • more skill sharing sessions • general information on changes to FS • people who have set up their own outdoor sites to talk about practicalities • support for setting up FS group/sessions once I've finished my training • a weekend camp out would be cool 		
5. Future Events/Dates for diary		
<p>It was suggested that we hold a termly skill share meet up. A date for the next session was agreed as Saturday 16th June. Venue tbc</p> <p>The FSA Conference will be held this year at the Harlequin site near Kings Lynn on the first weekend in October. It will be an outdoor, family-friendly festival with a campsite. FSA Suffolk hopes to assist FSA Norfolk with the running of the conference.</p>		
6. AOB		
<p>Further clarification of terms of reference for committee roles and clear data sharing need to be agreed. The committee agreed to share CPD and training via the facebook page. They also aim to set up an interactive map with all FSA Suffolk members that wish to be included.</p>		
Date of next meeting	Wednesday 18 th April 2018 7pm via skype to discuss the next skill share event, which will be Saturday 16 th June 2018. Venue TBC	
Minutes taken by S Holland		